

INCORPORATING CAREER CLUSTERS IN YOUR CLASSROOM

Guidance Strategies That Work!



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Career Pathways

This course is for all students who are interested in learning more about careers and how to prepare for the career of their choice. Emphasis is placed on career opportunities, career preparation, and how to successfully make the transition from the classroom to the work force. Units of study will include career clusters, career exploration, preparing for the work force, and how to be successful on the job. This course is designed to be activity based and will include field trips, career speakers, and an opportunity to shadow in a career field of the student's choice.

Writing Goal: Students will complete a variety of writing activities which will enhance their career skills. Resume writing, letters of application, journal writing, and a Power Point project will be included.

Grading Method: Students will be graded on assignments, projects, and class participation.

Duration: One semester

Text: *Career Success/Southwestern*, 2001

Grade: 10-12

1. *Discover the Difference between A Career and a Job*--Students will brainstorm the differences between a career and a job. Discussion will generate a variety of differences between the two.

After the discussion, students will have a better idea about the advantages of pursuing a career and why career preparation is significant.

Students will begin to evaluate and determine their short- and long-term career goals.

The importance of career planning and career development will be stressed.

Focus will be placed on the value of making good career decisions and how to build in success for attainment of career goals.

2. Introduction to the 16 Career Clusters--
Students will be introduced to the 16 career clusters. They will learn how to classify careers in the appropriate career cluster while developing a basic understanding and awareness of each of the 16 career clusters.

Students will develop an awareness and understanding of the 16 career clusters. They will be able to classify careers in the appropriate cluster as well as have a basic understanding about the availability and requirements of various careers within each cluster. Six careers in each cluster will be targeted for additional study. These six careers will require varying levels of education. Emphasis on classifying careers in the appropriate cluster will be pursued throughout the semester.

3. *Discuss Varying Personalities in the Workplace* -- *Students will discuss the importance of working with a wide variety of people in the work place. A personality test (Predictive Index) will be administered to each student.*

Students will develop an understanding of the differing personalities in the work place and why it is important to be able to adapt and work with many different individuals.

Based on personality test results, students will learn what types of careers they are best suited to.

4. Shadow a Professional in Career Interest:
Students will select a career they are interested in and set up a shadow experience.

After career exploration activities, students will benefit from a job shadow experience with a local professional. The scheduled job shadow will be three to eight hours in length.

Students will learn the importance of being professional when making contacts.

Students will understand the importance of networking and how it relates to career development and success.

5. Conduct an Effective Job Search --

Students will learn how to complete an effective job search. Topics covered will include resumes, letters of application, applications for employment, and interviewing.

Students will benefit from the ability to write an effective resume and letter of application. Students will complete a local application for employment and prepare for an interview with a business professional.

6. *Discover the Importance of Being a Lifelong Learner*--*Students will discuss the importance of being adaptable in the workplace. Emphasis will be given to the value of being a lifelong learner, and new and emerging careers will be discussed. Discussion of local career offerings is also incorporated.*

After the discussion, students will have a better understanding about the changes in the workplace and the importance of being adaptable and flexible.

Job outlook in career clusters will be discussed. Focus will be placed on the value of continuing to make career decisions based on personal interest and demand in the workplace. Local career opportunities are spotlighted.

7. The Importance of Teamwork--Students will learn about the importance of working collaboratively with others in a team atmosphere.

After the discussion, students will have a better idea about the importance of working with others in various careers.

Students will evaluate the importance of teamwork in their personal career interest.

Focus will be placed on the value of building teamwork skills.

8. **Spotlighting My Career Interest--Students will select one career they are most interested in and complete an extensive study focused on this career.**

Focus will be placed on the student's career interest and what they need to do in order to successfully pursue this interest.

Students will complete an in-depth study of their personal career interest, and they will share their findings with class members via a Power Point presentation.

CAREER PROJECT

You will complete a power point presentation that will introduce and explain your career interest. We are looking for good information and demonstration that you have thoroughly researched your career interest.

Your project must include a minimum of 25 slides and cover the requested information. If you need to include more than 25 slides, this is acceptable. Please include the following:

1. Name of Career.
2. Name of the Career Cluster.
3. List at least six other careers that would be included in this Career Cluster.
4. Career Description--what would someone in this career do?
5. Skills required to be successful in this career.
6. Aptitudes you possess that would help you be successful in your chosen career interest. See Page 52 of your textbook.
7. List information about how your personality matches your career interest. Correlate this with the Bridges lesson you completed in Chapter 3 and the results from your personality test. Why is this career a good "fit" for you?
8. Education Required.
9. List high school courses that would be helpful.
10. Job Market Trends.
11. Expected Wages. Include earnings for someone at entry level, average, and at the advanced stages for this career.
12. Advantages.
13. Disadvantages.

14. Opportunities for advancement.
15. Description of a typical day. Please include the number of hours you would work during an average week.
16. Job availability for this career in the Blair/Omaha area.
17. Job availability for this career nationally.
18. Summary of what you learned about the career while shadowing. What did you find surprising, interesting, etc.?
19. Post-secondary/prospective employer information. Please list specific information about where you can receive training for this career or research a company you could work for if this career does not require post-secondary training. Include information about location, cost, available program, how long it would take to complete, etc. We would like you to thoroughly research this area and demonstrate that you have done this.
20. Job Security.
21. Leisure Time.
22. List your specific career goals.
23. Traits you think are absolutely necessary to be successful in your chosen career.
24. Summary of what you learned researching this career.
25. Sources--these must be documented in your power point project.

*A minimum of six sources is required.

*You must include information from at least two web sites.

*You must include information from the Bridges web site.

Please make certain your presentation is professional in appearance and easy to read. Include graphics and illustrations that will enhance the project's appearance. Be certain to spell check and to include all the requested information.